



Massachusetts Department of Environmental Protection
Bureau of Resource Protection – Title 5 Permitting

BRP WP 66a Approval of Large System Expansion or Upgrade (except State, Federal, or Failed Systems)

BRP WP 66b Public Health, Safety, Welfare, Environment, or Consistency Review

Instructions and Supporting Materials

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- completeness checklist
- DEP addresses and phone numbers

Introduction

DEP *Permit Applications*, as well as *Instructions & Support Materials*, are available for download from the DEP Web site at mass.gov/dep in two file formats: Microsoft Word™ and Adobe Acrobat PDF™. Either format allows documents to be printed.

Instructions & Support Materials files in Microsoft Word™ format contain a series of documents that provide guidance on how to prepare a permit application. Although we recommend that you print out the entire package, you may choose to print specific documents by selecting the appropriate page numbers for printing.

Permit Applications in Microsoft Word™ format must be downloaded separately. Users with Microsoft Word™ 97 or later may complete these forms electronically.

Permitting packages in Adobe Acrobat PDF™ format combine *Permit Applications* and *Instructions & Support Materials* in a single document. Adobe Acrobat PDF™ files may only be viewed and printed without alteration. *Permit Applications* in this format may not be completed electronically.



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Permit Fact Sheet

Note: When completing the DEP Transmittal Form, write the "a" or "b" immediately after the space provided for the seven digit character code at the top of the Form.

1. What is the purpose of these approvals?

These permits are necessary to ensure that the disposal of sanitary sewage through the use of an on-site subsurface sewage disposal system is performed in an environmentally acceptable manner.

You must obtain approval from DEP for these activities:

- Upgrade approvals for large systems, which are systems with design flows of more than 10,000 gallons per day (gpd) but less than 15,000 gpd design flow (310 CMR 15.003(2)(d)).
- Review of any system or proposed system which DEP determines requires its review for the purposes of protection of public health, safety, welfare and the environment or determining consistency with 310 CMR 15.000 (310 CMR 15.003(2)(e)).

2. Who must apply?

For BRP WP 66a: Any individual, business or organization proposing to upgrade a large system (design flow of 10,000 gpd or more but less than 15,000), except those at state or federal facilities and except those which are failing, pursuant to 310 CMR 15.003(2)(d).

For BRP WP 66b: Any individual, business or organization owning a system or proposed system which DEP determines requires its review for the purposes of protection of public health, safety, welfare and the environment or determining consistency with 310 CMR 15.000, in accordance with 310 CMR 15.003(2)(e).

3. What other requirements should be considered when applying for these approvals?

For BRP WP 66a:

- Upgrades for large systems which have been determined to be failing, or have been reported as failing, by a system inspector (per 310 CMR 15.304) must apply for upgrades under a separate category: BRP WP 61d.
- Reviews to determine if the application of the groundwater discharge provisions 314 CMR 5.00 and 6.00 are manifestly unjust and that equal environmental protection can be achieved must submit applications under a separate category: BRP WP 61e.
- Plans for upgrade of large systems require prior written approval by the local approving authority (310 CMR 15.003).

For BRP WP 66b:

- The review may be in addition to, or concurrent with, a local review of the same system.



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Note: This information about additional requirements is intended to serve as a guide to the applicant. Other requirements may also apply.

4. What is the application fee?

The application fee is \$930 for each approval.

5. What is the Primary Permit Location? What is the Reserve Copy Location?

Primary Permit Locations:

For BRP WP 66a:

Department of Environmental Protection (2 copies)

_____ * Regional Office

Title 5 Permitting Program

*See "DEP Addresses and Phone Numbers" page included in this package

For BRP WP 66b:

Department of Environmental Protection (2 copies)

Title 5 Permitting Program

One Winter Street

Boston, MA 02108

There are no Reserve Copy Locations for these permits.

6. What are the timelines?

As of March 31, 1995 the timelines are:

	AC	T1	T2*
BRP WP 66a	30	60	60
BRP WP 66b	30	60	60

*(A second technical review will only be conducted if necessary).

There is no public comment review period for these permits.

7. What is the annual compliance fee?

There is no annual compliance fee for these permits.

8. How long are these approvals in effect?

These approvals remain valid as long as the system and facility served remain unchanged or until DEP revokes or modifies the approval.



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9. How can I avoid the most common mistakes made in applying for these approvals?

- a. Review application for completeness to be sure all questions are answered correctly.
- b. Make sure two copies of all plans and specifications are complete and signed and stamped by a Massachusetts Registered Professional Engineer.
- c. Submit a copy of the local approving authority's written approval together with a copy of the complete application to the local approving authority for all BRP WP 66a applications and for relevant BRP WP 66b applications.
- d. Submit fee and one copy of the DEP Transmittal Form to: Department of Environmental Protection, P. O. Box 4062, Boston, MA 02211.

10. What are the regulations that apply to these approvals? Where can I get copies?

These regulations include, but are not limited to:

- a. Title 5 Regulations, 310 CMR 15.000.
- b. Timely Action Schedule and Fee Provisions, 310 CMR 4.00.

These may be purchased at:

State House Bookstore
Room 116
Boston, MA 02133
617-727-2834

State Bookstore
436 Dwight Street, Room 102
Springfield, MA 01103
413-784-1376

DEP Regulations may also be obtained from DEP's website at <http://www.mass.gov/dep>.



Massachusetts Department of Environmental Protection
Bureau of Resource Protection – Water Pollution Control – Title 5

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Application Completeness Checklist

- ☐ The DEP Transmittal Form is completed. When completing the DEP Transmittal Form, write the "a" or "b" immediately after the space provided for the seven digit character code at the top of the Form.
- ☐ The application form has been completed. The following information has been provided:
- ☐ Name and address of applicant/owner.
 - ☐ Location (address) of facility.
 - ☐ Name, address and telephone number of design engineer or sanitarian.
 - ☐ Identification of the type of DEP action required:
 - ☐ Large System Upgrades w/exceptions) - BRP WP 66a
 - ☐ Public Health, Safety, Welfare, Environment, consistency - BRP WP 66b
- ☐ Two (2) complete sets of plans and specifications have been properly signed and stamped by a Massachusetts Registered Professional Engineer.
- ☐ For BRP WP 66a: a copy of a signed approval letter from the local approving authority for the subject request and the complete application is included.

To submit the application package:

- ☐ Checklist items have been completed.
- ☐ For BRP WP 66a: send two (2) copies of the application along with one copy of the DEP Transmittal Form to:

Department of Environmental Protection
_____ * Regional Office
Title 5 Permitting Program
*See "DEP Addresses and Phone Numbers" page included in this package

- ☐ For BRP WP 66b: send one copy of the application, along with one copy of the DEP Transmittal Form to:

Department of Environmental Protection
Bureau of Resource Protection
Title 5 Permitting Program
Boston, MA 02108

- ☐ Send fee of \$930 in the form of a check or money order made payable to Commonwealth of Massachusetts, along with one copy of the DEP Transmittal Form to:

Department of Environmental Protection
P.O. Box 4062
Boston, MA 02211



Massachusetts Department of Environmental Protection

Addresses and Phone Numbers

DEP Boston
One Winter Street
Boston, MA 02108
Telephone: (617) 292-5500
Fax: (617) 556-1049
TDD: (617) 574-6868

William X. Wall Experiment Station
37 Shattuck Street
Lawrence, MA 01843
Fax: (978) 688-0352
Division of Environmental Analysis
Telephone: (978) 682-5237
Air Quality Surveillance
Telephone: (978) 975-1138

Office of Watershed Management
627 Main Street
Worcester, MA 01608
Telephone: (508) 792-7470
Fax: (508) 839-3469

DEP Western Region
436 Dwight Street
Suite 402
Springfield, MA 01103
Phone: (413) 784-1100
Fax: (413) 784-1149



Adams
Agawam
Alford
Amherst
Ashfield
Becket
Belchertown
Bernardston
Blandford
Brimfield
Buckland
Charlemont
Cheshire
Chester
Chesterfield
Chicopee
Clarksburg

Colrain
Conway
Cummington
Dalton
Deerfield
Easthampton
East Longmeadow
Egremont
Erving
Florida
Gill
Goshen
Granby
Granville
Great Barrington
Greenfield
Hadley

Hampden
Hancock
Hatfield
Hawley
Heath
Hinsdale
Holland
Holyoke
Huntington
Lanesborough
Lee
Lenox
Leverett
Leyden
Longmeadow
Ludlow
Middlefield

Monroe
Montague
Monterey
Montgomery
Monson
Mount Washington
New Ashford
New Marlborough
New Salem
North Adams
Northampton
Northfield
Orange
Otis
Palmer
Pelham
Peru

Pittsfield
Plainfield
Richmond
Rowe
Russell
Sandisfield
Savoy
Sheffield
Shelburne
Shutesbury
Southampton
South Hadley
Southwick
Springfield
Stockbridge
Sunderland
Tolland

Tyringham
Wales
Ware
Warwick
Washington
Wendell
Westfield
Westhampton
West Springfield
West Stockbridge
Whately
Wilbraham
Williamstown
Windsor
Worthington

DEP Central Region
627 Main Street
Worcester, MA 01608
Phone: (508) 792-7650
Fax: (508) 792-7621
TDD: (508) 767-2788



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Ashby
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Auburn
Ayer
Barre
Bellingham
Berlin
Blackstone
Bolton
Boxborough
Boylston
Brookfield

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Clinton
Douglas
Dudley
Dunstable
East Brookfield
Fitchburg
Gardner
Grafton
Groton
Harvard
Hardwick
Holden
Hopedale

Hopkinton
Hubbardston
Hudson
Holliston
Lancaster
Leicester
Leominster
Littleton
Lunenburg
Marlborough
Maynard
Medway
Mendon
Milford

Millbury
Millville
New Braintree
Northborough
Northbridge
North Brookfield
Oakham
Oxford
Paxton
Pepperell
Petersham
Phillipston
Princeton
Royalston

Rutland
Shirley
Shrewsbury
Southborough
Southbridge
Spencer
Sterling
Stow
Sturbridge
Sutton
Templeton
Townsend
Tyngsborough
Upton

Uxbridge
Warren
Webster
Westborough
West Boylston
West Brookfield
Westford
Westminster
Winchendon
Worcester

DEP Southeast Region
20 Riverside Drive
Lakeville, MA 02347
Phone: (508) 946-2700
Fax: (508) 947-6557
TDD: (508) 946-2795



Abington
Acushnet
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Barnstable
Berkley
Bourne
Brewster
Bridgewater
Brockton
Carver
Chatham
Chilmark

Dartmouth
Dennis
Dighton
Duxbury
Eastham
East Bridgewater
Easton
Edgartown
Fairhaven
Fall River
Falmouth
Foxborough
Franklin

Freetown
Gay Head
Gosnold
Halifax
Hanover
Hanson
Harwich
Kingston
Lakeville
Mansfield
Marion
Marshfield
Mashpee

Mattapoisett
Middleborough
Nantucket
New Bedford
North Attleborough
Norton
Norwell
Oak Bluffs
Orleans
Pembroke
Plainville
Plymouth
Plympton

Provincetown
Raynham
Rehoboth
Rochester
Rockland
Sandwich
Scituate
Seekonk
Sharon
Somerset
Stoughton
Swansea
Taunton

Tisbury
Truro
Wareham
Wellfleet
West Bridgewater
Westport
West Tisbury
Whitman
Wrentham
Yarmouth

DEP Northeast Region
One Winter Street
Boston, MA 02108
Telephone: (617) 654-6500
Fax: (617) 556-1049
TDD: (617) 574-6868



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Chelsea
Cohasset
Concord
Danvers
Dedham
Dover
Dracut
Essex
Everett
Framingham
Georgetown
Gloucester
Groveland
Hamilton
Haverhill

Hingham
Holbrook
Hull
Ipswich
Lawrence
Lexington
Lincoln
Lowell
Lynn
Lynnfield
Malden
Manchester-By-The-Sea
Marblehead
Medfield
Medford
Melrose

Merrimac
Methuen
Middleton
Millis
Milton
Nahant
Natick
Needham
Newbury
Newburyport
Newton
Norfolk
North Andover
North Reading
Norwood
Peabody

Quincy
Randolph
Reading
Revere
Rockport
Rowley
Salem
Salisbury
Saugus
Sherborn
Somerville
Stoneham
Sudbury
Swampscott
Tewksbury
Topsfield

Wakefield
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Transmittal Number _____

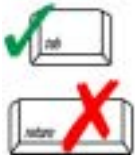
Facility ID# (if known) _____

Note: Large systems are those with design flows of more than 10,000 gallons per day (gpd) but less than 15,000 gpd design flow.

Note: DEP may require the issuance of a groundwater discharge permit pursuant to 310 CMR 5.00 and the installation of technology capable of discharging effluent which meets Class I groundwater standards pursuant to 314 CMR 6.00 for any system with design flow of 10,000 gpd or greater but less than 15,000 gpd. If the department makes such a determination as a result of this application for upgrade, the applicant may seek a review by DEP considering the factors set forth in 310 CMR 15.304(3). The applicant must submit that review request under a separate permit category: BRP WP 61d.

Important:

When filling out forms on the computer, use only the tab key to move your cursor - do not use the return key.



A. General Information

1. Which permit category are you applying for?

- ☐ BRP WP 66a - Approval of Large System Expansion or Upgrades (except state, federal, or failed systems)
- ☐ BRP WP 66b - Public Health, Safety, Welfare, Environment, or Consistency Review

2. Applicant:

Name

Street Address

City

State

Zip Code

Telephone

3. Facility Address / Location (if different from Applicant):

Address

City

State

Zip

4. System Designer Information (Note: ONLY a Massachusetts Registered Professional Engineer [PE] may sign and stamp this application):

Name

Company Name

Address

City

State

Zip

Telephone



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Transmittal Number _____

Facility ID# (if known) _____

A. General Information (cont.)

5. Registration:

PE Registration Number _____

6. Does this project require a filing under 301 CMR 11.00 and M.G.L.c. 30 ss 61-62H, the Massachusetts Environmental Policy Act? ☐ Yes ☐ No

If yes, has a filing been made? ☐ Yes ☐ No

If yes, EOE File # _____

7. The legal entity which owns or will own this facility is:

☐ Individual

☐ Federal

☐ Municipality

☐ State / County

☐ Private Partnership

☐ Corporation

☐ Other (specify): _____

8. Two sets of plans and specifications, including a locus map, properly stamped and signed by a Massachusetts Registered Professional Engineer must accompany the application. The plans must be prepared in accordance with 310 CMR 15.220

Are plans and specifications enclosed?

☐ Yes ☐ No

Have the plans been revised?

☐ Yes ☐ No

9. Is a variance required?

☐ Yes ☐ No

If yes, date of revision _____

If so, from what requirement(s) of Title 5, 310 CMR 15.000, are variances requested?

10. If this is an application for an upgrade (BRP WP 66a), and it includes a variance to Title 5 other than those which only DEP may grant, the letter issued by the local approving authority having jurisdiction over the site granting the subject variance must accompany this application.

Is the approval letter attached?

☐ Yes ☐ No



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Facility ID# (if known) _____

A. General Information (cont.)

11. A letter granting the upgrade of the large system or approval of the system under review must accompany this application. This letter would be issued by the local approving authority having jurisdiction over the site.

Is the approval letter attached? ☐ Yes ☐ No

Is the Local Upgrade Approval Form attached? ☐ Yes ☐ No

12. If applying for a large system upgrade, is the system a subdivision entitled to MGL c. 111 or c. 127P protection; c. 40B comprehensive permit land; or a large system with approved plans and disposal system construction permits issued by March 31, 1995 in accordance with 310 CMR 15.005 (transition rules); or in accordance with a variance allowed by DEP pursuant to 310 CMR 15.414?

☐ Yes ☐ No

13. If applying for a variance to Title 5 in accordance with 310 CMR 15.000, the applicant must prove that the strict enforcement of the provision of the code for which the variance is being sought would do manifest injustice, and that the same degree of environmental protection required under the code can be achieved without strict application of the particular provision.

Is documentation in support of meeting this requirement attached? ☐ Yes ☐ No

14. Does the proposed system satisfy all technical requirements of 310 CMR 15.100 through 15.293?

☐ Yes ☐ No

If not, and the application is under BRP WP 66a, a description of how the proposed system compares to systems constructed in full compliance with 310 CMR 15.100 through 15.293 in terms of its capacity to protect public health, safety, welfare and the environment must accompany this application.

Is the description attached? ☐ Yes ☐ No (Attach all forms)

15. Is the complete application submitted to the local approving authority attached?

☐ Yes ☐ No

B. Certification

"I certify under penalty of law that this document and all attachments, to the best of my knowledge and belief, are true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations."

Applicant's signature

Print Name

Name of Preparer

Date